

TAB A

DEPARTMENT OF NAVY, RECORDS CLEANUP CAMPAIGN - 1955

1. In 1955 several separate paperwork campaigns were conducted by the Department of Navy to eliminate reports, increase records disposition, improve correspondence, and so forth.
2. These Navy efforts were sponsored by the Secretary of the Navy, but were decentralized campaigns organized by Management Staff and directed by Commanding Officers or Management Staffs in the larger areas. The campaigns were primarily aimed at field stations.
3. Some Navy campaigns went on for a month, others for several months. There were no awards, because this effort was considered part of the regular Records Retirement Program already scheduled as a continuing requirement. The campaigns were conducted as stimuli and educational efforts for improving records disposition.
4. The campaigns at Navy dealt with records and did not treat with supplies, space, or equipment. No reports were required. Improvements were reflected in the Annual Reports of the Records Officers.
5. Management Staffs of the Navy Department were satisfied with the results of the campaigns and with employee participation, but believe that regular annual campaigns now would defeat the gains made to establish a continuing records retirement schedule in each office.